

# Parchment Registration

1. Visit [rchs.rensselaerschools.org](https://rchs.rensselaerschools.org)
2. Under the Guidance Tab, click Parchment Transcript Requests
3. Click Create Account (located at the top)
4. Click Create Account under Learners or Parents
5. Complete basic information, **for email enter your personal email, not your school issued email.** If under 18 select I have my parents' permission to set up account
6. Click Sign Up
7. A verification code will then be emailed to you, enter that code, then click submit.
8. **\*\*\*Be sure to add RCHS by clicking the plus symbol at the top\*\*\*** only fill out the required fields, not everything is needed.
9. Verify your information is correct, enter 2019 for the Earliest Year and 2023 as your expected graduation year
10. Choose waive my rights under the FERPA question
11. Choose Consent & request
12. See the attached sheet on how to order your transcript

